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# Campus News January 5, 2007

La Salle University

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# Campus News

La Salle University's Weekly Information Circular

January 5, 2007

## **Department: Human Resources** **Training tips**

A message about training and life-long learning from the Human Resources Department.

"There is no greater joy, nor greater reward than to make a fundamental difference in someone's life." - Sister Mary Rose Mc Geady, Author



**\*Free Benefit for Faculty and Staff\***

## **What's Your New Year's Resolution?**



### **Start Off the New Year Right**

**Come and Join us...  
Learn to MANAGE your WEIGHT**

**\*Approx. a 10 session program aimed at helping you MANAGE your weight \***

**Limited space available**

**Contact: Jeneva Perry or Sarah Fink ASAP for details  
215.951.1006**

**SESSIONS start Tuesday, January 23, 2007 at 1:00 pm**

**\*All sessions are will be held in Good Shepherd Hall\***

**Benefit for La Salle University Faculty & Staff:**

**LET'S START THE NEW YEAR...  
SMOKE FREE!!!**



**FIND OUT HOW!**

**La Salle University Community Center for Counseling & Psychological  
Services presents:**

## **SMOKING CESSATION**

**A 6 week session that can assist in ridding you of that DEADLY habit**

**BEGINNING JAN. 17<sup>TH</sup>  
DURING FREE PERIOD**

**If interested contact:**

**Brad Nederosstek or Kelly Foran ASAP**

**(215) 951-1006**

## Employment

*La Salle University is a Roman Catholic university in the tradition of the De La Salle Christian Brothers and welcomes applicants from all backgrounds who can contribute to our unique educational mission.*

### Administrative Assistant

The administrative assistant will assist the Associate Director of Administrative Services, with particular emphasis on the operations of University housing services: the student mailrooms, the door/lock combination system, the Security Desk Receptionist program and the Administrative Services Student Worker program. The Administrative Services Administrative Assistant will be responsible for data entry and managing the bi-weekly student and staff payroll process.

Assume general divisional and University duties, including serve as a member of teams and/or committees. Schedule will include occasional evening and weekend hours at peak activity periods (semester openings and closings, room reservation process, staff training, etc.).

Full position description is available upon request.

Applicants should possess good communication, interpersonal and customer service skills. Knowledge of word processing, spreadsheets and desktop software systems is necessary. Knowledge of SCT Banner system a plus. Full-time employees are eligible for a benefits package, which includes tuition remission.

Applicants should submit a cover letter, resume and three professional references to:  
Sean P. Killion, Associate Director, Administrative Services, 1900 West Olney Avenue, Box #835,  
Philadelphia, PA 19141 or [killion@lasalle.edu](mailto:killion@lasalle.edu).

Applicants should apply by January 19, 2007. Interviews will begin the week of January 22, 2007.

AA/EOE



**Employment**

*La Salle University is a Roman Catholic university in the tradition of the De La Salle Christian Brothers and welcomes applicants from all backgrounds who can contribute to our unique educational mission.*

**Administrative Assistant II**

The Office of the University Registrar has a full-time opening for an Administrative Assistant II. Responsibilities includes primarily recording all academic credit as well as assisting with student registrations and student verifications, interacting with students, faculty, and other University staff on a regular basis.

Qualified applicants should possess excellent communication and organizational skills, cooperative attitude, initiative, student service experience, and attention to detail. Experience with Banner, Microsoft Word and Excel are a "plus". Compensation package consists of a competitive salary and excellent benefits including tuition remission.

Applicants should submit a cover letter, resume, salary requirements, and the names of two employment references to:

Dominic Galante  
University Registrar  
La Salle University  
1900 West Olney Avenue  
Philadelphia, PA 19141

La Salle University is an Equal Opportunity/Affirmative Action Employer.

**Employment**

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**POSITION ANNOUNCEMENT**  
**Coordinator of Multimedia Services**

The Multimedia Services Department is seeking a new full-time Coordinator of Multimedia Services. The Coordinator is responsible for managing the operation of the Multimedia Services Department of La Salle University's main campus and Bucks county facility by providing audiovisual and multimedia support to the instructional departments of the University. The Coordinator also supervises both regular employees as well as student-workers, manages the departmental budget and is responsible for AV project management.

The ideal applicant possesses a Bachelor's degree, 2 to 4 years experience in a similar position, excellent human relations and communications skills, attention to detail, and the ability to manage and direct a large staff of student workers.

This position reports to the Executive Director of Technology Learning Resources.

Compensation includes a competitive benefits package, including tuition remission.

To apply, please send a letter of application, a résumé, and the names and contact information for three (3) references to:

JoAnne Green  
Director, Instructional Technology  
Campus Mail Box 402  
[greenjg@lasalle.edu](mailto:greenjg@lasalle.edu)

**Campus News Procedures****Procedures for Submitting Items for Inclusion in the Campus News**

All Information must be submitted electronically as text by selecting a web form located in the **Campus News channel** in the mylasalle portal (located in the **Staff Services Tab**).

- Accompanying graphics may be submitted separately in the following manner:
  - via e-mail to the **campusnews@lasalle.edu**. The article title must be included in the subject line of the e-mail.
  - via 1/4 floppy disk or CD
  - will be limited to one per article, unless a specific need for additional graphics is articulated. (EX: If La Salle and another organization partner for an event, the logos of both La Salle and the partnering organization would certainly be permissible.)
- PLEASE NOTE THE FOLLOWING: Graphics submitted may be resized to fit the document layout. Logos, signatures, and other graphics that are likely to be used frequently can be kept on file for future use. Please add a comment to this effect when you submit your graphic.

**If you have any questions or need assistance...**

We realize that the community is being asked to work a bit differently in terms of submitting articles to be included in the Campus News.

By supplying standard web forms for your use, we are attempting to create efficient processes that will make it easier for you to submit articles. For example, employment postings will be automatically routed to the appropriate individuals in Human Resources for review prior to being sent to the Campus News.

If you need assistance with submissions, please contact **James Jordan** at 215-991-3668 or [jordan01@lasalle.edu](mailto:jordan01@lasalle.edu)

**Sam Pino** at [pino@lasalle.edu](mailto:pino@lasalle.edu) (X1039)  
Mail and Duplicating

**James Jordan** at [jordan01@lasalle.edu](mailto:jordan01@lasalle.edu) (X3668)  
Multimedia Services

**Deadlines for Submission**

- General News, Meeting Minutes, Events, and Other News: **Wednesday at 4:00 PM**
- **NEW!** Positions of Employment at La Salle University: **Monday at 2:00 PM**